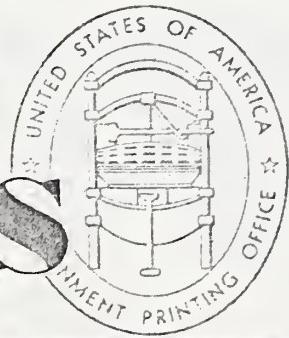






# Public Documents

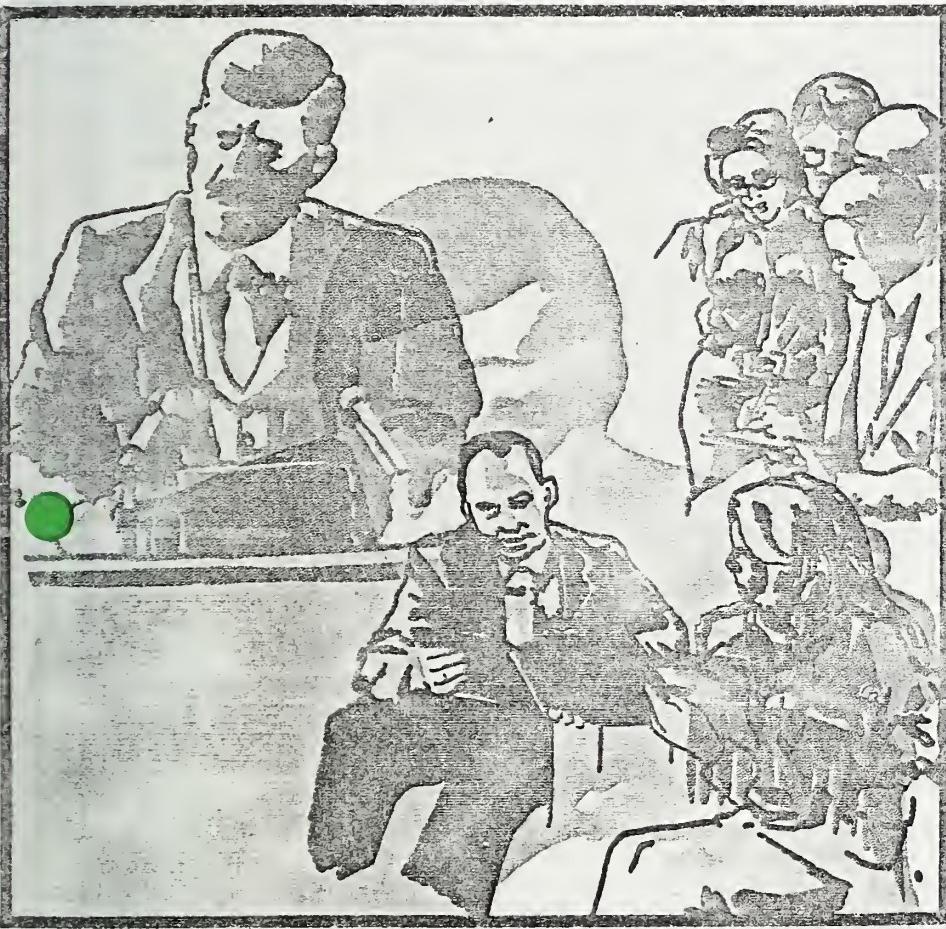
# HIGHLIGHTS



Number 7

GP 3.27.7

December 1974



## Depository Library Council Endorses GPO Microform Pilot Project

The Micropublishing Committee of the Depository Library Council to the Public Printer reviewed and endorsed the proposed GPO Microform Pilot Project at the Council's Washington meeting in October.

The Committee's recommendations were accepted unanimously by the Council members who urged the Public Printer to move forward with the Pilot Project.

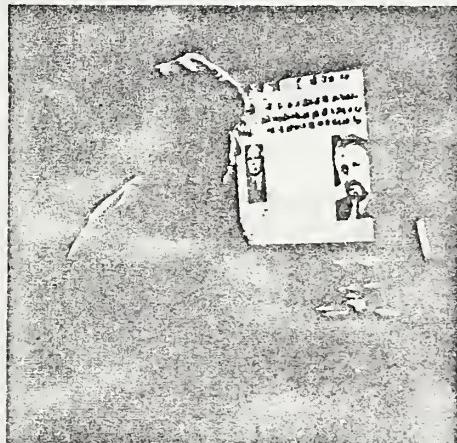
A letter seeking formal approval to undertake the Project and transmitting complete details of the proposed Pilot Project is to be forwarded to the Joint Committee on Printing by mid-November.

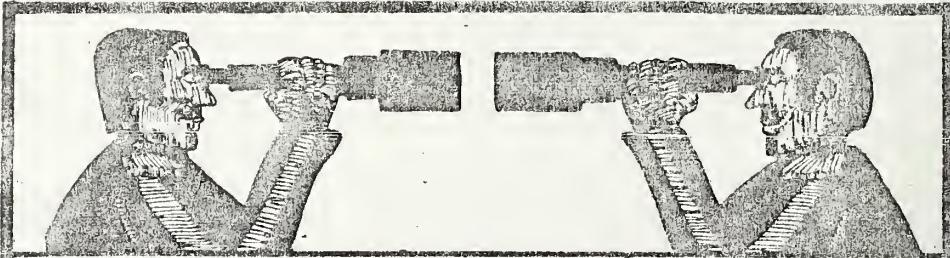
Copies of the program summary are available for review by interested Depository Librarians. Requests for copies should be directed to Jim Livsey, Microform Program Manager, Box 1533, Washington, D.C. 20013.

## DEPOSITORY LIBRARY COUNCIL MEETS

The Depository Library Council to the Public Printer met on October 29 and 30, 1974 at the Government Printing Office. Recommendations of the committees concerning bibliographic control of Government documents, standards for depository libraries, inspection procedures for depository libraries, and the GPO Microform Pilot Project, were passed by the Council and submitted to the Public Printer.

Attending the meeting were the Public Printer, Thomas F. McCormick, Assistant Public Printer (Superintendent of Documents), W. H. Lewis and the following Council members: Mr. Carper W. Buckley, Ms. Eileen D. Cooke, Mr. Albert M. Donley, Ms. Bernadine E. Hoduski, Mr. Charles G. LaHood, Ms. Margaret Lane, Dr. Ralph E. McCoy, Mr. Peter J. Paulson, Ms. Catharine J. Reynolds, Ms. Maryan E. Reynolds, Mr. Joseph F. Shubert and Ms. Maryellen Trautman.





## Questions And Answers

*Q. Do you plan to print SuDocs classification numbers in Government publications?*

*A. As a beginning step, arrangements are being made to print SuDocs classification numbers in sales publications that are produced at the GPO.*

*Q. Should I place a second claim for a depository publication ordered but not received if there has been no response to the first claim?*

*A. No. We do not match up the 2 claims. When the claims are filled you would then receive a duplicate shipment. We have a backlog of claims and are trying to fill them as soon as possible.*

*Q. If we do not know whether a document is "superseded material" should we ask you or the issuing office?*

*A. You may address your inquiry to the Library, Government Printing Office, Washington, D.C. 20402.*

*Q. Will the microfiche data file be made available to Depository Libraries?*

*A. The microfiche data file which is used by the Inquiries Section to identify sales requests is a duplication of the "Monthly Catalog" entries for publications that are currently being sold at the GPO. No plans have been made to make this file available to Depository Libraries.*

*Q. Will microfiche publications be available for sale to the general public?*

*A. Publications would not be made available for sale to the general public until after full implementation of the Microform Program which the Joint Committee on Printing will be requested to approve on a pilot basis.*

## A LOOK AHEAD

The Library and Statutory Distribution Service has now been installed in its new quarters in Alexandria, Va. Our mailing address remains the same: Library, Government Printing Office, Washington, D.C. 20402. If you wish to visit us, the street address is: 5236 Eisenhower Avenue, Alexandria, Va.

And if you wish to call us the new numbers are:

Mae Collins, Library Division Chief .....	703-557-2145
Norman Barbee, Library Division Administrator .....	703-557-2146
Helen Holt, Monthly Catalog Information .....	703-557-9016
Pauline Lieb, Depository Information .....	703-557-9026

## AND A LOOK BACK

Note—The following memo was found in our files when the Library was packed up and moved to Virginia.

Feb. 16, 1928

So much comment has come to my attention in regard to a certain matter that I feel called upon to send this notice around. The comment referred to is in regard to those persons ascending the stairway and using the upper gallery for the purpose of consulting the books to be found there. Please be careful in going up the stairs and in walking along the outer edge of the upper gallery, and also about bending over. The present style of short skirts necessitates one being most careful under the circumstance mentioned. The comment has been less marked in the case of those persons wearing bloomers.

Chief  
Catalogue and Library Section

## REMINDER

The Public Documents Library of the Government Printing Office receives many requests for publications through Interlibrary Loan. We are not able, however, to perform this service. All the documents which we catalogue are sent to the National Archives for permanent retention and are not available for loan to other libraries. Photocopies of Government documents are available from the National Technical Information Service for a fee.

*Q. Does the GPO employ any professional librarians?*

*A. The GPO employs professional librarians who work as catalogers in the Public Documents Library. Applicants are selected from the Librarians Register of the U.S. Civil Service Commission.*

*Q. What index would I use to identify bibliographies of non-GPO Government publications?*

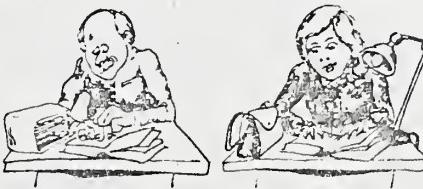
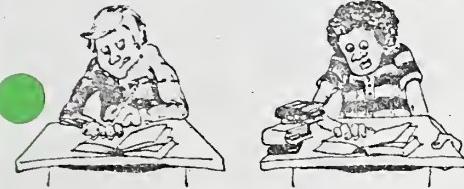
*A. The "Monthly Catalog" includes*

entries of all non-GPO publications which are received for cataloging. This includes a listing under the subject "Bibliography."

*Q. What relationship is there between the Government Printing Office and the Congressional Information Service?*

*A. The Government Printing Office is a Federal agency and CIS is a private concern. There is no organizational relationship between them.*

# USING THE INDEX IN THE "MONTHLY CATALOG"



The Superintendent of Documents classification system groups together all the publications of any Government department, bureau or agency including those of its subordinate organizations. The system defines the scope of subject matter found in a particular class of publications since the concerns of the specific issuing agency limit the types of information which it will publish.

Individual publications are indexed in the "Monthly Catalog" in three separate indexes.

## Title Index

The title index is new this year. The title of each publication is entered word for word as it appears on the document, followed by the catalog entry number. This enables you to find any publication in the Catalog if you know the exact title. Publications which are issued as part of a series are indexed twice in the title index: A series title entry and an individual title entry. For instance, the pamphlet "Family Fare, Guide to Good Nutrition" is also indexed in the January 1974 Catalog as "Home and Garden Bulletin" with other issues of this series.

## Author Index

You can find a particular publication in the author index if you know

who wrote it. Since Government publications do not always carry the author's name, not all entries can be found in this index. When a list of authors appears on a publication only the first name is indexed.

## Subject Index

If you are not sure what the exact title of a publication is, you might find the subject index more helpful. This index will help you to identify the publication if you know just one key word in the title. If you are searching for "Family Fare, Guide to Good Nutrition" but think that the title might be "Guide to Nutrition for Families" or "Family Nutrition Guide," you will find it listed under Families and under Nutrition with other publications on these subjects. Additional index entries for this publication are Food and Recipes. The series title "Home and Garden Bulletin" is in-

dexed under Home Economics and under Gardens. Cross-references are made to synonyms when a Key word is not used as a subject heading. Congressional committee publications are indexed in the subject index under the name of the committee as a series entry, as well as under the subjects of individual hearings, reports, and prints.

Subject headings are chosen from the Public Documents Library file of subject headings which contains at the present time over 20,000 subjects and cross-references.

Because of the current and transient interest of many of our publications, we do not find it practical to adhere strictly to Library of Congress subject headings. We cannot hold a document until another authority establishes the correct term for its subject matter.

When the cataloger receives a title containing no words presently in our subject heading file, the Library of Congress list of subject headings, and other reference books are consulted to determine the preferred terminology, and appropriate cross-references are made. Once a term has been established as a subject, it can be used as a cross-reference to related words later used as subject headings by other authorities.

## PRICE LISTS

The Superintendent of Documents discontinued the publication of Price Lists (except PL-36, *Government Periodicals and Subscription Services*) in November 1973. They have been replaced with condensed, more definitive Subject Lists. A listing of the Subject Lists printed to date may be obtained by sending a request to the Chief, Sales Media Branch, Stop SSM, U.S. Government Printing Office, Washington, D.C. 20401.

## WHAT'S YOUR OPINION?

When we automated the preparation of the "Monthly Catalog" we were able to change the previously merged indexes into three separate indexes in response to many requests from the public.

We would like to know *your* reaction to the new divided index. Please fill out the enclosed form and mail to the address on the form.

Editor  
Public Documents Highlights  
P.O. Box 1533  
Washington, D.C. 20013

I prefer the three divided indexes       I prefer one merged index

(optional) Name \_\_\_\_\_

Library No. \_\_\_\_\_

# LIBRARIAN'S INFORMATION EXCHANGE

Southern Utah State College Library handles non-Federal Government publications in this manner. Each document is assigned an NGO number 1, 2, 3, etc. A subject card is typed for each publication and filed under the subject in the Government Documents subject file.

NGO—80 United States—Food and Feed Crops.

Magness, J. R., Markle, D. M., Compton, C. C.

A descriptive list classified according to potentials for pesticide residues. New Jersey Agricultural Experiment Station. College of Agriculture and Environmental Science, Rutgers University—The State University of New Jersey, New Brunswick. Bulletin 828. June 1971.

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UNITED STATES GOVERNMENT PRINTING OFFICE  
WASHINGTON, D.C. 20402

Assistant Public Printer  
Superintendent of Documents

Dear Documents Librarian:

As you may have noticed, past issues of "Public Documents Highlights" have featured Librarian's Information Exchange. The Exchange is exactly what the name implies—a means for documents librarians to help each other in the administration and use of their Documents collection by exchanging relevant suggestions and ideas.

If you have any ideas that you would like to share with others, please submit them to: Editor, Public Documents Highlights, Box 1533, Washington, D.C. 20013.

The Librarian's Information Exchange needs you to make it work!

Editor  
Public Documents Highlights

HIGHLIGHTS

"Public Documents Highlights" is circulated bi-monthly by the Superintendent of Documents, Washington, D.C. 20402, and is mailed at first class postage rates. "Public Documents Highlights" is intended primarily for librarians of the Federal Depository Library Program. Material proposed for circulation may be submitted to the Editor, Public Documents Highlights, Box 1533, Washington, D.C. 20013. The Superintendent of Documents, however, retains the right to accept such material, to edit it, and to assign priorities of circulation.



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